

# FACULTY/EMPLOYEE HAND BOOK [Year] LAHORE GARRISON UNIVERSITY

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## **Disclaimer**

This handbook has been prepared for general information and to guide the incumbent/ newly appointed faculty members at an initial stage. The guidelines are just to acquaint/ orientate them whereas; detailed procedures/ policies/ rules may be consulted in LGU Charter, Statutes and Regulations

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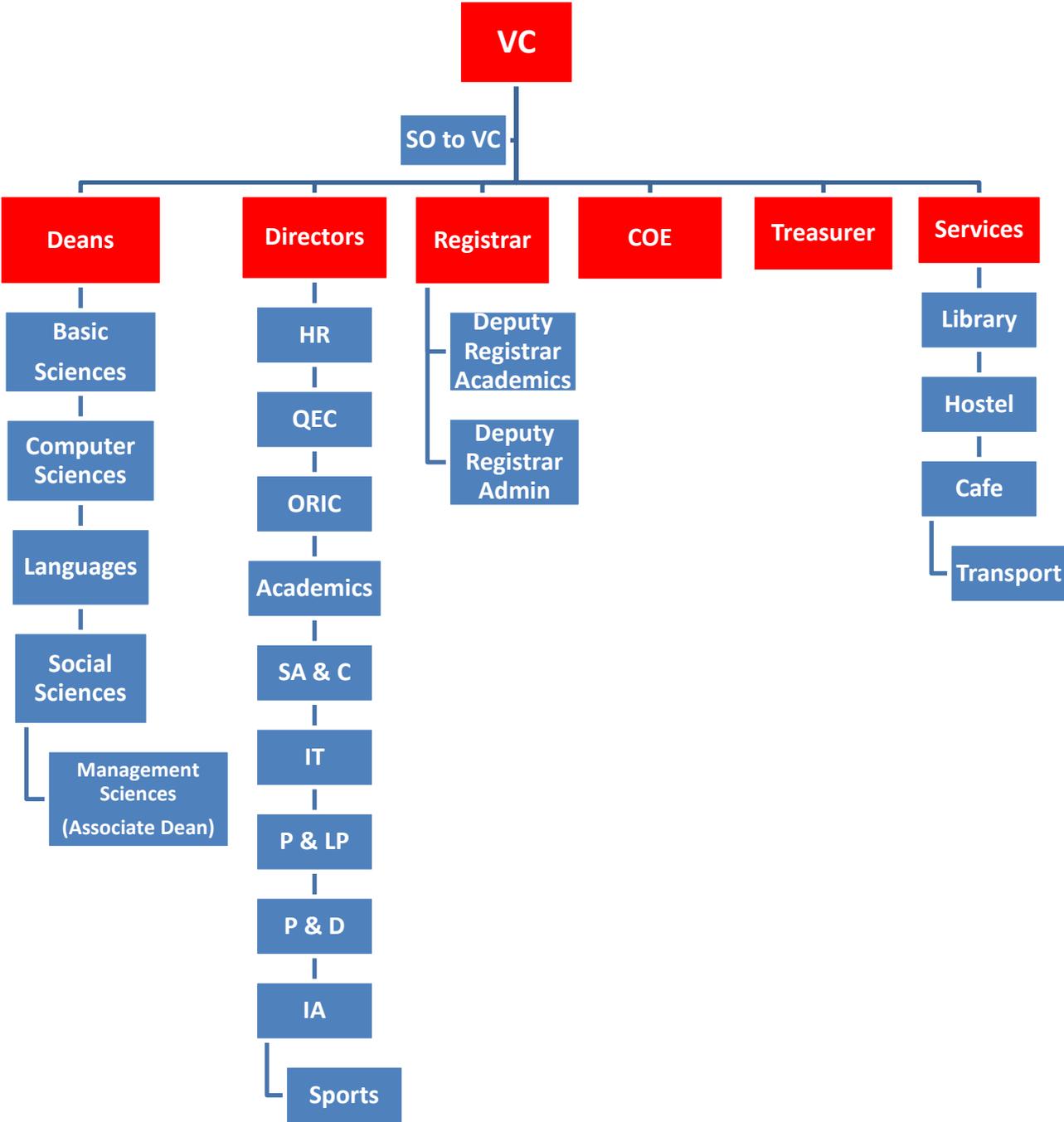
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# ORGANOGRAM OF LGU



# CHAPTER 1

## INTRODUCTION TO LGU

### 1.1 Background

Garrison Postgraduate College for Women was established in August 1983 and in 2000 stepped into the Postgraduate degree programs by starting the first batch of MA English Literature and the later started two more masters programs in Applied Psychology (2005) and Mass Communication (2009).

The Garrison Degree College was founded by Lt. Gen Humayun Khan Bangash, HI (M), TBt. Commander 4 Corps in December 1994. The college became an established center of learning for sons and wards of military and civil personnel.

Since the commencement of regular intermediate classes in 1995, the college made great strides in education BSc degree classes affiliated with the University of the Punjab were introduced in 1997. In January 2000, the management took an important step by introducing a professional course i.e. B.Sc (Hons) Computer Science affiliated with University of Engineering and Technology (UET) Lahore. Humanities and Commerce groups were introduced with effect from the academic session of 2005-06. In October 2008 the college was upgraded to Garrison Postgraduate College for the classes of MA Economics, English and Mass Communication.

The following worthy Principals/Directors served Garrison Colleges (Men & Women) and contributed towards transforming these institutions into set of higher learning:

Dr. Mrs. Najma Salim Metla, Brig Hafeez ullah Khan (R), Brig Muhammad Iqbal (R), Brig Muhammad Amjad (R) (Late), Lt. Col Zafar Iqbal (R), Maj Majid Hussain Rana (R), Dr. Younas Bhatti, Prof. Maqsood-Ul-Hassan Bukhari, Col Zafar Mahmood Khawar (R), Col Khawar Munir Haroon (R), Ms. Fauzia Yaqub and Prof. Tahir Hamid Ch.

### 1.2 About University

The Corps Commander, Lt. Gen Ejaz Bakhshi very kindly consented to the idea of laying down the foundation and establishing LGU, under Headquarter 4 Corps. Maj Gen (R) Nazakat Hussain was given the task to make LGU a reality. The following members performed their role during preparation of feasibility on the basis of which accreditation committee paid visit and gave its initial approval.

Prof. Maqsood-Ul-Hassan Bokhari (Principal Postgraduate College for Men), Assistant Prof. Muhammad Tahir (Economics Department), Assistant Prof. Shahzad A. Sheikh (English Department).

The Accreditation Committee of HEC visited the campuses. The Committee was constituted as follows: LT Gen M. Asrhad (R) (VC, PU), Dr. Shahid Amjad Chaudhry (LSE) (Chairman), Dr. Shaista Sono (Head English Deptt. PU), and other representatives of HEC. The management of LGES declared as both Garrison Postgraduate College for Men Walton and Women College Tufail Road, Jinnah Campus as Lahore Garrison University on 17 May 2011. In March 2014 LGU was awarded its own charter through Lahore Garrison University Act 2014 passed by the Punjab provincial assembly.

### **Vision**

To be a renowned university in teaching, research, innovation and commercialization providing congenial environment for acquisition of latest knowledge so that students may contribute towards community support and national development.

### **Mission**

To play a leading role in technical and socioeconomic development through academic and research excellence, while maintaining international quality standards. The university would produce multidisciplinary, values oriented, morally sound, creative and entrepreneurial leaders.

## **1.3 University Governance**

The university governing bodies are responsible for guiding the administration as well as the faculty and ensuring congenial atmosphere for the achievement of short- and long-term objectives.

### **1.3.1 Board of Governors**

The university's 'Board of Governors' is responsible for taking active measures to provide quality services to stakeholders, enabling them to pursue the University's vision and mission. The board has the power to lay down policies for general supervision/control of the University; hold the University authorities accountable for all its functions; approve the proposed annual plan of work, the annual and revised budget, the annual report, the annual statement of accounts, the quality and relevance of the University's academic programs; review the academic affairs of

the University; approve the appointment of all officers, faculty and other employees; and approve the strategic plans. The structure, functions, powers and duties of BOG are listed in section 18-21, Chapter IV of LGU Act 2014.

### **1.3.2 Academic Council**

According to LGU Act, the Academics Council acts as an advisory as well as an implementing body on all matters related to the conduct of examinations, revision and updating of course syllabi, quality of education, duration of all courses including conduct of postgraduate classes in specified disciplines and quality of research. The Academic Council is the principal academic body of the University and has the power to lay down proper standard for instruction, research and examination. The structure, functions, powers and duties of Academic Council are listed in section 22-23, Chapter IV of LGU Act 2014.

### **1.3.3 Board of Advanced Studies and Research:**

BASR acts as an advisory authority on all matters connected with the promotion of advanced studies and research publication in the University. It deals and regulates the matters of MS/MPhil /PhD studies. The structure, functions and powers of BASR are listed in Section 4-5 of the First Statutes given in the Schedule of LGU Act 2014.

### **1.3.4 Board of Faculty (Faculty Board of Studies):**

It coordinates the teaching and research activities at faculty level. The structure, functions, powers and duties of FBS are listed in Section 2 of the First Statutes given in the Schedule of LGU Act 2014.

### **1.3.5 Departmental Board of Studies:**

There shall be a Departmental Board of Studies for each department. It coordinates the teaching and research activities at department level which shall consist of the following;

1. The Chairman/Chairperson of the department.
2. All faculty members
3. The members of Departmental Board of Studies shall hold office for the period of their employment at the university. The quorum of a meeting of a Departmental Board of Studies shall be one half of the total members.

4. The Chairman/Chairperson of the Department shall be the Chairman/Chairperson and convener of the Departmental Board of Studies.
5. Departmental Board of Studies, subject to the general control of the Board of Faculty, Academic Council, Board of Advanced studies & Research and the Board of Governors, may:
  - Evaluate, prepare/update syllabi for various courses keeping in view the objectives of the Department, interest of the stakeholders and Accreditation Councils and HEC requirements for consideration and approval of Academic Council.
  - Co-ordinate the teaching and the research work in the subjects assigned to the faculty.
  - Suggest methodologies for innovative teaching and evaluation techniques
  - Recommend the internal supervisors for undergraduate / postgraduate students undertaking research / thesis to the Board of Faculty.
  - Recommend the panel of suitable persons to the Board of Faculty with regards to the appointment of external examiners for graduate and postgraduate examinations.
  - Finalize the semester results for the Board of Faculty.
  - Prepare/suggest the budgetary requirements of the department.
  - Prepare annual report regarding the performance of department
  - Perform such other functions as may be prescribed by the statutes.

#### **1.4 LGU Certifications/Accreditations**

LGU interacts and is on the way of accreditation process with the following organizations/bodies for its programs: -

- Higher Education Commission (HEC)
- National Business Education Accreditation Council (NBEAC)
- National Computing Education Accreditation Council (NCEAC)

# **CHAPTER 2**

## **ORGANIZATIONAL TASKS OF LGU OFFICES**

LGU has organized its diverse functioning in such a way that it not only ensures friendly relation between staff and students but also stays conveniently accessible to all. General charter and responsibilities of various offices are mentioned as follows:

### **2.1 Vice Chancellor's Office**

The structure, functions, powers and duties of Vice Chancellor's office are listed in Section 10-11, Chapter 3 of LGU Act 2014

### **2.2 Registrar Office**

The Registrar office is responsible for all administrative measures of the University and responsible for the provision of secretariat support to the Board and the Vice Chancellor, custodian of the common seal and the academic records of the University. Deputy Registrar Administration and Deputy Registrar Academics are the assisting offices of Registrar. The functions, powers and duties of Registrar are listed in Section 13, Chapter 3 of LGU Act 2014.

#### **Deputy Registrar Administration**

Administration office makes efforts to provide the following support to the university: -

- Share the responsibilities with Competent Authority
- Create conducive atmosphere to support academic activities
- Provide administrative equilibrium to campus growth
- Cater to the furnishing demand of the University
- Handle and control the transport of the University
- Look after the hostel accommodation of students
- Essential monitoring of the campus through deliberate security measures

- Arrange messing for dignitaries, delegations, visitors and employees
- Ensure daily upkeep of the university

### **Deputy Registrar Academics**

- Assists Registrar Office on academic matters
- Coordinates academic activities in the university

## **2.3 Deans Office**

Deans are the head of a faculty of the University. They remain in a continuous coordination under the guidance of Vice Chancellor with all departments and provide support to the faculty. The Dean shall work under Vice Chancellor and will provide continuity, and heads the Academic Wing of the institution. He/ She shall be responsible for the academic growth of his faculty through teaching, research and other scholarly activities. The functions of Dean Office are described as under

1. The Dean shall have such powers and duties as may be prescribed by the Board of Governors on the recommendations of the Vice Chancellor
2. The Dean shall present candidates for admission to degree, except honorary degrees, courses falling within the purview of the faculty.
3. Plan, co-ordinate and supervise all academic activities and supervise the work of Chairpersons
  1. Plan, scrutinize, prioritize and vet the proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids, etc., in each department.
  2. Preside over the FBS meetings
  3. Place the proposals received from the Chairpersons before the FBS and prepare recommendations for onward submission to Academic Council or BASAR
  4. Finalize the semester results after receipt from respective chairperson for final approval by the FBS
  5. Draft procedures and propose criteria for admission to various disciplines for consideration in the FBS / Academic Council.
  6. Mobilize resources for teaching and research such as laboratory, library and teaching staff.
  7. Consider cases of migration of students from one department to another and make recommendations.
  8. Attend all Academic Council and BASAR meetings
  9. Draft the policies on academic issues.

10. Coordinate research activities within departments as well as those jointly undertaken by LGU and outside agencies.
11. Perform any other duty as may be assigned to him/her by the Vice Chancellor.

## **2.4 Chairperson / HoD Office**

The HoD or Chairperson manages the academic and administrative tasks of his/her respective department and also monitors the faculty performance of his/her department. He/she is liable to perform the following tasks of the department:

1. The chairperson shall, under the general supervision of the Vice Chancellor and the Dean, exercise all the administrative, financial and academic powers and such other duties or powers as may be delegated to him
2. The chairperson shall prepare a comprehensive annual report regarding the performance of the department, constituent college or Institute at the graduate and postgraduate levels, faculty research and development and submit this report to the Dean for evaluation.
3. Supervise the work of all faculty members including planning, organizing, teaching and research work in the department
4. Ensure that the syllabi are covered in time and research is carried out in accordance with policies in vogue.
5. Ensure that the provisions of examination policy are correctly implemented, and question papers/answer sheets are being managed appropriately with respect to the specified course contents to ensure quality and fairness
6. Ensure that all faculty members in the department monitor and maintain the record of attendance of students.
7. Recommend the names for appointment of Research/Teaching Assistants for approval of the Dean on the recommendations of concerned faculty in accordance with existing policies.
8. Keep the Dean regularly informed about all teaching and research activities and submit periodic reports.
9. Submit reports regarding teaching, research and development, academic program planned and executed by the department to the Dean of the faculty concerned after each academic session.
10. Arrange/manage counseling sessions for concerned students through faculty to assign independent projects/study topics to students and nominate project supervisors/ advisors for the same.

11. Preside over the Departmental Board of Studies (DBS) meetings.
12. Assign and oversee project work undertaken by the department.
13. Make proposals for improvement and maintenance of facilities such as laboratories, libraries, teaching aids in the department.
14. Prepare budget proposals of the department for the consideration of the Dean.
15. Ensure that all members of the teaching staff perform their duties in time and for full duration with dedication, motivation, and high quality of performance.
16. Prepare proposals in respect of subjects and schemes of studies and research for consideration of the Dean.
17. Prepare time schedule of different classes and their examinations in consultation with the Dean.
18. Put up suggestions for visiting faculty and workout payment for the same at the specified rate for approval.
19. Initiate AARs of all teaching staff of the department.
20. Assist Dean in scrutinizing the applications of teaching/research staff for the departments
21. Assist admission office for admission of new student sessions
22. Assist Dean in all other scholarly activities when so required.
23. Attend Faculty Board of Studies (FBS) meetings of the respective faculty.
24. Perform any other duty as may be assigned to him/her by the Dean and any other competent authority from time to time

## **2.5 Director HR**

The Director HR, LGU is responsible to perform the following Duties:

1. Be responsible for compliance and implementation of actions related to HR matters.
2. Ensure monitoring, supervision and guidance for efficient working of the HR Directorate.
3. Ensure handling of matters related to faculty, administrative and technical staff personnel like recruitment, selection, employment, deputation, attachment, postings, transfers, fixation of pay & allowances, additional remuneration, advance increments, promotion, benefits, compensations, leave, security clearance, contracts, bonds, under- takings, move sanctions, attachments, secondments, resignations and termination of service etc.
4. Recruit administrative/technical staff (BPS 16 & below) by conducting Selection

Committee meetings;

5. Ensure creation, updating and maintenance of various forms (Performance appraisal, Leave etc.);
6. Issue experience certificates, No Objection Certificates (NOC) etc to employees/ students for official visits abroad.
7. Ensure career planning and counseling of LGU employees, publication of Office Orders, timely issuance of reports and returns etc.
8. Work on the aspects related to HR planning such as determining present & future HR needs, demand & supply aspects, career planning / management / placement, training and development, discipline / redressals /representation /statutory complaints / legal matters, vetting / processing of cases concerning performance appraisal, Channel of Reporting, courses / visits / tours (local / abroad) etc.
9. Ensure preparation/conduct of selection board /Sub - Selection Board / selection committee meetings.
10. The Director HR shall have to perform other duties as may be prescribed by the Vice Chancellor

## **2.6 Director QEC**

The Director QEC is responsible to perform following duties:

1. To overall look after HEC quality assurance policy at the institution level.
2. To monitor all academic activities in the institution.
3. Improvements in learning outcomes of the students.
4. Conduct of institution self-assessment report.
5. Conduct of seminars for quality enhancement awareness.
6. Devise methodology for areas need improvement.
7. Apprising Vice Chancellor on all activities. And act as technical advisor to Vice Chancellor.
8. To supervise and arrange for all visits of HEC and other regulating bodies for accreditation.
9. Can delegate his/her responsibilities to the positions stated below;

Deputy Director QEC

Assistant Director QEC

10. The Director QEC shall have to perform other duties as may be prescribed by the Vice

Chancellor

## **2.7 Director ORIC**

The Director ORIC is responsible to perform following duties:

1. Be responsible to scrutinize and process all research proposals for approval including arrangement for necessary funding;
2. Be responsible for commercialization of R&D work
3. Be responsible to establish linkages with industry to facilitate research;
4. Facilitates internship and placements of LGU students
5. Conduct at least two meetings a year with HEC.
6. Identify and inform the faculty about the research grants / opportunities for them to apply and then assist them in acquiring funds from international and national funding agencies.
7. To keep track of all the researches carried out in the university by faculty and staff and then commercialize the relevant research to reap maximum benefit for the industry and therefore translating the research into the public benefit.
8. To deal with plagiarism cases and to advance an anti-plagiarism culture via powerful software for detecting plagiarism.
9. Arranging seminars and workshops for the university's students and faculty
10. To coordinate with chief editors of LGU Journals for improvements in quality.
11. The Director ORIC shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **2.8 Director Academics**

1. The Director Academics shall play the role of Academic coordinator among faculties
2. The Director Academics shall have such powers and duties as may be prescribed by the Vice Chancellor

## **2.9 Director Students Affairs and Counselling**

1. Manages the on-Campus student affairs and has overall responsibility for the formulation of coherent policies and oversight of activities to ensure compliance with strategic priorities.
2. Maintaining compliance with all accreditation/statutory bodies
3. Promote co/extra – curricular activities among students.
4. Organize inter/intra university debates, declamations, sports and other competitions.
5. Ensure proper discipline of students.
6. Look after the welfare of students.
7. Allot hostel accommodation and ensure that students are living as per university rules.
8. Allot seats in university buses, finalize bus timings and routes.
9. Plan, recommend, process and finalize financial assistance to students.
10. Arrange internships of students in different organizations and industrial centers of the country.
11. Arrange open house and appropriate placement of the graduating students through job fair.
12. Responsible for dealing all matters related to university alumni.
13. Can delegate his/her responsibilities to the stated positions below;
  - i. Deputy Director Discipline
  - ii. Deputy Director Career Development Office
  - iii. Deputy Director Event Management
14. Exercise such other powers and perform such other duties as may be prescribed or assigned to him/her, by the Vice Chancellor.

## **2.10 Director IT**

1. Plan and implement enterprise IT System in support of business operations in order to improve cost effectiveness and service quality of IT for the university;
2. Evaluate overall operation of computing and information technology, recommend

- enhancement and establishment of operating policies and approaches of the university;
3. Establish and implement short- and long-range departmental goals /objectives, policies and operating procedures to enhance prospects of Information Technology infrastructure.
  4. Advise senior management on strategic systems conversions and integrations in support of business goals and objectives for the development of Information Technology Infrastructure;
  5. Review and recommend major contracts for computing and information technology services and purchase of equipment;
  6. Develop strategic plans and budgets and implement objectives of information technology keeping in view the needs of the University to ensure the computer capabilities are responsive to the needs of the University growth and objectives;
  7. Monitor software, network and hardware teams provide quick and effective services to the faculty, staff and students;
  8. Implement disaster recovery planning and backup of servers.
  9. Ensure deployment of network design, fiber optics and LAN cabling
  10. Monitor ERP and MIS related activities which include Online Attendance System, E- Learning Servers, Admission System, Finance System and Online Academic classes and Results submission.
  11. Ensure implementation SOP for IT security policy for the university.
  12. The Director of IT and Enterprise Resource Planning shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **2.11 Director P&LP**

1. Undertakes all major purchases and procurements needed for the smooth functioning of the University.
2. To ensure that procurement process is carried out according to the SOP
3. To prepare a 'short list' of suitable Suppliers / Firms

4. To arrange timely initiation of advertisement and preparation of Tender Documents according to the specifications by the concerned department
5. To arrange signing of 'Contract Agreement' between LGU and the Suppliers
6. To maintain proper records of receipt/deposit and purchase
7. The Director P&LP shall have such duties to perform as may be prescribed by the Vice Chancellor

## **2.12 Director P&D**

1. Be responsible for the academic / administrative developments through effective planning
2. The Director Planning and Development shall have such duties to perform as may be prescribed by the Vice Chancellor

## **2.13 Director IA**

1. Internal auditor will directly report to the Vice chancellor of university.
2. IA office is responsible to carry out all the necessary audits of the University accounts.
3. Identify and assess areas of significant financial risk
4. Evaluate the adequacy of the system of internal controls
5. Assess compliance with policies and procedures and sound financial practices.
6. Review operations/programs to ascertain whether results are consistent with established objectives and whether the operations/programs are being carried out as planned.
7. Investigate reported occurrences of fraud, embezzlement, theft, waste, etc
8. Identify and reduce all financial risks through effective implementation and monitoring of controls
9. Develop, implement and maintain internal audit policies and procedures in accordance with local and international best practice.

10. Compile and implement the annual External Audit plan.
11. Conduct ad hoc investigations into identified or reported risks.
12. Ensure complete, accurate and timely audit information is reported to Vice Chancellor
13. Identify loopholes and recommend risk aversion measures and cost savings.
14. The Internal Auditor shall have such duties to perform as may be prescribed by the Vice Chancellor

## **2.14 Director Sports**

The Director Sports office boosts up the students to participate in different games and train them into good athletes. This office is responsible for following

1. Make all arrangements for the conduct of sports activities in university.
2. Arrange trials for the students seeking admission on sports basis.
3. Recommend the students for admission on sports basis selected by the committee.
4. Boosts up the students to compete in national or international games.
5. Maintain sports complex/ equipment in good condition and suggest VC for improvements.
6. Arrange coaching classes for players in different games.
7. Prepare players and coordinate their participation in all sports competition arranged by HEC
8. Arrange inter faculty/department sports competitions in coordination with Director SA&C.
9. The Director Sports shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **2.15 Admission Office**

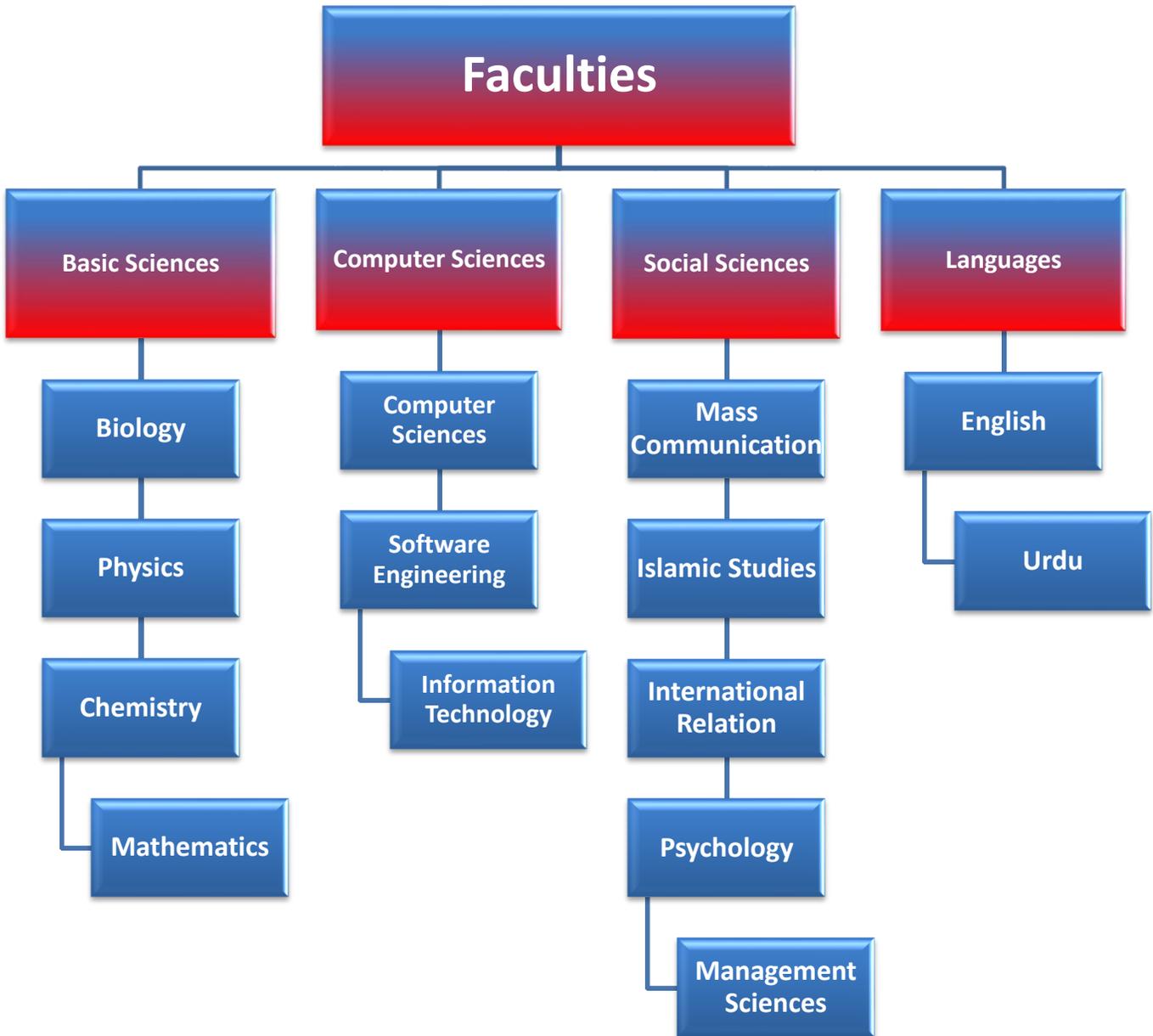
Admission Office is responsible to plan, formulate and implement admissions policy for all programs. This office is also responsible to attract and select high quality students from all over the vicinity to ensure fairness in conducting the entrance exams and maintain the merit according to admission policy.

## **2.16 Exam Office**

Exam office makes sure the conduction of exam smoothly in the university. It conducts final exams, makes invigilation plans, grading policy, and also makes sure the timely display of result. This office also ensures the issuance of DMC, transcripts and degree after thorough verification.

# CHAPTER 3

## FACULTIES AND DEPARTMENTS



According to the Charter of LGU, there are four faculties in LGU i.e. Faculty of Basic Sciences, Social Sciences, Computer Sciences and Languages.

### **3.1 Faculty of Basic Sciences**

Education in modern age demands a balance among applied sciences, social sciences and languages. The technological leaps and the consequences there of have overtaken the old educational paradigms and new concepts have emerged in the world of learning. It is the demand of the time that learning should be modernized. LGU has established the departments of science and their laboratories which can fulfill the requirements of modern learning. Class rooms and labs of departments of chemistry, physics, biology, etc are well equipped with multimedia, overhead projectors, new and latest apparatus and other science models to help the learning process.

#### **Departments of Basic Sciences**

- Biology (Microbiology, Zoology, Biochemistry, Biotechnology)
- Physics
- Chemistry
- Mathematics

#### **Department of Biology**

Department of Biology is the union of Microbiology, Zoology, Biochemistry and Biotechnology. With a mission to strive for scientific excellence, the Department offers various programs with detailed overview into each area of Microbiology, Zoology, Biochemistry and Biotechnology. Department is provided with extensive research facilities to help students in pursuing their research work. Exposure of students to modern advancements is increased by poster presentations, attending conferences and seminar series. The department runs BS and MSc programs in all four disciplines. The department also offers MPhil programs in microbiology and zoology. NOCs for PhD programs are under progress.

#### **Department of Physics**

The department of physics consists of qualified faculty, state of the art facilities; air-conditioned laboratory and modern equipment. It has ideal and congenial work

environment. It is running courses in BS Physics, MSC Physics and MPhil Physics, which will provide an opportunity to the students to enhance their skill and knowledge in the field of Physics. It will produce scientists and physicists who will be able to contribute towards the progress and prosperity of Pakistan.

### **Department of Chemistry**

Chemistry department is striving for excellence. It has a newly established, well equipped lab with updated instruments, multimedia, air-conditioned atmosphere and provides the students with a practical opportunity of learning. It is running courses in BS Chemistry, MSC Chemistry and MPhil Analytical Chemistry.

### **Department of Mathematics**

Mathematics is a methodical application of matter. It is so said because the subject makes a man methodical or systematic. Mathematics makes our life orderly and prevents chaos. Certain qualities that are nurtured by mathematics are power of reasoning, creativity, abstract or spatial thinking, critical thinking, problem-solving ability and even effective communication skills. It is running courses in BS Mathematics, MSC Mathematics and MPhil Mathematics.

## **3.2 Faculty of Social Sciences**

Business, management, and administration education are major academic disciplines and professional fields in Pakistan. Many educational institutions offer degree programs in Business Administration in public & private sector. It has therefore, become essential to start business education and other fields of social sciences in LGU to cope with the needs of students as well as to compete with other institutions.

### **Departments of Social Sciences**

- Management Sciences
- Mass Communication
- Applied Psychology
- Islamic Studies
- International Relations, Political Sciences/History & Pakistan Studies

### **Department of Management Sciences**

Management Sciences courses provide the aspiring students to know about the competitive business environment in which both the private and public sectors operate. The course mainly focuses to provide the students about the analytical and operational talents required to solve a business problem in any sector. It also offers flexibility for the students to specialize in particular areas. Once they pursue this course, the study in these areas offers them a wide range of career opportunities. Through these courses they will get a foundation in the business operations in all aspects. The department offers BBA (Hon), BS Accounting and Finance, MBA and MS Business Administration programs.

### **Department of Mass Communication**

Understanding media in today's world is more than a scholarly exercise; it is a necessary survival skill in a world that has been utterly changed by mass communication. Accepting its importance, Department of Mass Communication has been established in LGU. Students whether they're practitioners, critics or consumers have to be able to analyze the ways in which mass media being used to change the world. The broad parameters are available here, dealing respectively with the sociology of communication revolution, media and the challenges of the change and some global perspectives on communication dynamics with particular reference to journalism. It is its earnest hope that it'll provide an understanding of the basics structure of the media-oriented age. This department offers BS and MPhil programs in Mass Communication

### **Department of Applied Psychology**

Psychology-the study of mind and behavior, is one of today's most exciting and rapidly advancing scientific frontiers. The department of Applied Psychology is dedicated to provide students with high-quality and rigorous education in the classroom and beyond. The mission of the Department of Applied Psychology is to prepare students for the study and service of psychology. This department offers BS and MS in Applied Psychology. The department has also launched MPhil in Clinical Psychology

### **Department of Islamic Studies**

The department of Islamic Studies is the center of Islamic ideology and religious theology in order to provide a central point to the scholars of Islamic Studies who esteem high to

teaching, value and culture of Islam, who can utilize their knowledge and wisdom to resolve the contemporary issues & introduce Islam as a religion of peace, tolerance & mutual harmony. Since the inception of Lahore Garrison University, the department of Islamic Studies has been catering honorary courses of Islamic Studies of multifarious departments. The department of Islamic Studies is offering M.A, M.Phil. and Ph.D. in Islamic Studies.

### **Department of IR/ Political Sciences/History & Pakistan Studies**

The department of International Relations (IR) is the most dynamic department of its kind in the university. The IR department offers a range of multidisciplinary courses tailored to provide students with skill and abilities essential for variety of professional career in public and private sector under the guidance of highly qualified academician. The faculty of IR is dedicated to excellence in teaching, learning, research and providing conducive environment numerous opportunities for students to participate in intensive research, critical discourse, scholarly seminars which will form the core activities of this dynamic program. The department offers BS and MPhil programs in International Relations

## **3.3 Faculty of Computer Sciences**

The Computer Science is the largest faculty at LGU, composing more than one fifth of the student population.

### **Departments of Computer Sciences faculty**

- Computer Sciences
- Software Engineering
- Information Technology

### **Department of Computer Sciences**

The department offers a range of degree programs in computer science such as BSCS (Hon), MCS and M.Phil./ MS.

### **Department of Software Engineering**

Software runs the modern world. At this department our qualified and friendly faculty strives to

enable the students to apply engineering techniques to the development, operational and maintenance of the state of art software. This department runs BS Software Engineering and BS Digital Studies

### **Department of Information Technology**

The role of information technology in the development of our human society is obvious. Computer systems are being built to facilitate various walks of our society and to assist the individuals to perform their respective jobs more efficiently and accurately. The department runs BS and MS/M.Phil. programs in the field of IT.

## **3.4 Faculty of Languages**

Faculty Languages offer different programs like M.A, M.Phil. and Ph.D. It is committed to produce individuals who can acquire knowledge and communicate it effectively. The programs have been designed to produce professionals capable of meeting the challenges of new era.

The faculty encourages the students to re-conceptualize learning in given context through critical thinking, co-operative learning and action research. Interaction among teachers and students is key ingredient of the Faculty of Languages.

### **Department of English Language & Literature**

These are just a few of the qualities that characterize the students who pass out from this department every year. Through diverse, challenging courses and an array of opportunities for research, creative work, internships and other co-curricular activities, we produce students who are outstanding writers, critical thinkers, problem solvers and 21st century global citizens. An education in languages provides the essential tools everyone needs to succeed in a complex and rapidly shifting world. The department runs BS, MA and MPhil programs in English Language and Literature

### **Department of Urdu**

The department runs BS, MA, MPhil and PhD programs in Urdu.

# **CHAPTER 4**

## **APPOINTMENT, PROMOTION AND SERVICE REGULATIONS**

### **4.1 Appointments**

HR office issues the appointment/ offer letters to the selected faculty members, specifying the departments and date of joining.

- The selected faculty are expected to join the department on the given date and submit following documents through respective institution:
- Joining report
- Appointment letter duly signed
- Contract duly countersigned by registrar
- Degree duly verified by HEC if not already submitted

HR office will issue the Office Order on receipt of above documents and service at LGU commences and paid released by Finance office on 1st of next month.

#### **4.1.1 Eligibility for Appointments**

Following points are considered for the hiring process

- Nationality
- Qualification
- Verification of documents
- Medical fitness
- Age

#### **4.1.2 Probation & Confirmation**

1. All initial appointments shall be placed on probation for a minimum period of one year.

2. After the expiry of probation period the respective Dean / Principal Staff Officer/ Chairperson will initiate a written performance report of the employee and recommend it to the Vice Chancellor:
  - a. In case of satisfactory performance, confirmation of service of the employee; and
  - b. In case of unsatisfactory performance, confirmation of service or extension in the probation period for another six months.
3. The extension in probation period will be notified by an order in writing and copy will be provided to the employee and respective reporting officer. After the completion of 2nd probation, the services of the employee will be either confirmed if his / her performance is satisfactory or terminated in case of unsatisfactory performance on the recommendation of reporting officer.
4. Upon such confirmation, the employee shall be deemed to be in the contractual services of the University and shall be entitled to all the privileges and rights accruing to him from the date of his joining the services, except as may be specially provided in any relevant rules of the University.
5. **Visiting Faculty.** Visiting Faculty shall be treated as contractual employee. Visiting faculty shall be appointed on the recommendations of the Chairperson and Dean concerned for a specific duration approved by the Vice Chancellor.

#### **4.1.3 Increments and Promotions**

1. Every employee shall be entitled to the increment(s) in his pay in accordance with annual increment(s) stated by annual budget announcement by Federal Government. Final decision regarding the increase will be by VC.
2. The University through a properly constituted Selection Board may in deserving cases, where recommended by any Chairperson of the department in writing, grant an employee one or more special increment(s).
3. Any employee reaching the ceiling within the salary group shall not be entitled to promotion in the next higher group automatically. His performance shall be reviewed by the Competent Authority who may at his discretion grant an increase not exceeding the maximum increment of the scale.
4. Selection is the function of the Selection Board / Committee and cannot be claimed as of right.

5. For fixation of salary on promotion / upgrading, if benefit is less than half the rate of increment in the new grade, one advance increment shall be added.
6. All Faculty are entitled to one increment each for a Gold Medal at undergraduate, graduate and postgraduate level.

#### **4.1.4 Transfers**

1. Employees of the University can be transferred from one department/campus to another generally in their normal line of duty in the services of the University. Transfer of employees shall, to the extent possible be in consultation with the Chairpersons of the department/Director concerned and the Competent Authority depending upon the availability of vacancy in the department/section in which transfer is being made.
2. Employee shall be transferred based on the following:
  - i. Need of the University
  - ii. Availability of vacancy
  - iii. Career growth of the individual
  - iv. Optimal utilization of skills and knowledge
  - v. Need for experience
  - vi. Administrative reasons

#### **4.1.5 Resignations and Terminations**

- An employee may resign from the services of the University, at any time, by giving three months' notice in writing or make payment of a sum equivalent to gross pay in lieu of the notice period as per provision of his/her contract. For faculty members, no notice will be accepted during semester. However, it will be accepted before and at the end of semester. On immediate leaving of LGU by the employee, three months' salary will have to be deposited. Notice will be served on either side. However, he will be required to complete all his responsibilities and duties, before his/her relieving. This includes, finishing any course being taught during the semester. For administrative staff one month notice is required to resign the services by either side. Termination due to gross misconduct as determined by the LGU would at any time be immediate without notice period.

- The Competent Authority may, however, waive such notice period completely or partly in exceptional cases on the basis of outstanding performance and contribution of the employee and recommendations by respective Deans/Chairpersons/Directors. The reasons are to be recorded for such a decision.
- In case the services of an employee are being terminated by the University on account of unsatisfactory performance and ill-discipline, the record of counseling/warnings/evaluations etc. shall be provided fair opportunity to explain his / her position in front of a committee constituted for the purpose.
- The competent authority of the University may at its sole discretion, waive or reduce the amount due by an employee in lieu of notice period in extreme exceptional circumstances subject to employees outstanding performance and contribution.
- All benefits with regards to permissible leaves and retirement benefits etc. of an employee shall ceased as soon as the resignation is tendered and accepted, regardless of the notice period being served.
- In either of the aforementioned cases, any employee who leaves with or without notice, or whose services are terminated by the University with or without notice (as the case may be) shall not be absolved of the obligations to obtain proper clearance from the University in writing.
- In all cases of resignation, Registrar Office will conduct a formal exit interview with the departing staff. The objective is to get a candid assessment of how the University is perceived and what can be done for improvement. The exit interview notes will be filed with HR for further action, if needed.

#### **4.1.6 Resignation Process**

- Employee submits the resignation to his / her respective Dean / Chairperson.
- Dean / Chairperson Will forward the resignation to the VC through the channel of reporting with his/her recommendations on the basis of evaluation.
- After formal approval by the Vice Chancellor, Registrar Office will issue the notification as regards the relinquishment or charge to relevant offices including the outgoing employee, concerned Dean / Chairperson, Treasurer, with a copy to the Vice Chancellor.
- Outgoing employee will seek the clearance from all departments on clearance certificate

and submit to the Registrar Office.

- Completion of handing / taking over formalities by Chairpersons.
- Conduct of exit interview by Registrar Office.

## **4.2 Service Regulation**

LGU HR Handbook (available with all departments of the University) covers the LGU service rules in detail. Faculty is expected to read LGU statutes and HR Handbook to get acquainted with administrative and academic regulations.

### **4.2.1 Leave**

#### **Types of Leaves**

LGU employees will be entitled to following types of leave

#### **Casual Leave**

Casual leave up to 10 days in calendar year may be allowed to the faculty/non-faculty employees to meet the urgent and pressing needs.

#### **Sick Leave**

Sick leave may be availed on production of medical certificate from a Government Hospital, CMH and any registered Private Hospital. Maximum period of sick leave that can be availed is 30 days. All sick leave cases will be forward by the respective department's head for approval by competent authority.

#### **Sick Leave on Temporary Disability**

Three-month sick leave (one and a half month with full pay and the rest with half pay) can be availed by all types of staff with 3 years of service in case of an employee is hospitalized or is temporarily disabled. All leave sanctioning authorities while making a recommendation of leave shall ensure that hospitalization and disability is genuine. Employees with more than 5 years of service shall be entitled to two (03) month sick leave with two-month gross pay and one month with half gross pay during the year.

### **Hajj / Umrah Leave**

All type of staff is entitled to 30 days of Hajj and 15 days of Umrah with pay when travelling by air if he/she has put in 2 years' service.

### **Maternity Leave**

45 days of maternity leave shall be granted to female employees with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

### **Paternity Leave**

Similarly, the male admin/non-admin employees can avail 05 days leave shall be granted with full pay with more than 1 year in service with LGU. The leave shall not be granted for more than 3 times in entire service. Leave beyond three times may be sanctioned without pay.

### **Family Leave**

All employees should be entitled to get 10 days leave with pay on death of wife/husband, wife/husband parents, and children. In case of a Muslim female *iddat* leave of 4 months and 10 days with full pay can be availed.

### **Earned Leave (EAR)**

Employees in addition to other types of leave will be entitled to 15 earned leave annually in accordance with the following regulations given in the succeeding sub paragraphs. For each calendar of service earned leave with pay may be granted in full or in parts during the calendar year as under:

1. Vice Chancellor and Registrar for 15 days: During this period the duties will be mutually adjusted between the authorities
2. Academic and Non-Academic Heads & faculty members 15 days during summer Vacation: During the vacation's duties would be adjusted mutually.
3. Administrative Staff / Class-IV staff 15 days: The duties shall be adjusted mutually decided by their superiors.

### **Study Leave**

Study leaves for the purpose of enhancing qualifications may be allowed with no pay & with an undertaking to join back LGU on completion of study. However, the period of study leave will only be counted towards promotion / seniority, if the leave is for completing PhD or Post-

Doctoral Degree. The higher qualification obtained must be in one of the subjects being taught at LGU. The employee will produce original degree / certificates as soon as he/she obtains the required qualification before joining back LGU. In order to eligible for study leave, the applicant should follow the following procedure:

- a. Document evidence in form of admission letter/enrollment letter should be provided by the applicant.
- b. Requires approval of Academic Council (as and when constituted). It is the duty of respective Chairman / Chairperson and deans to put it into academic council through Director Academics / Registrar Office.
- c. Director Academics/Registrar Office will process the leave after consulting concerned members of Academic Council.
- d. Study leave shall not be granted to a University employee/faculty member who is due to retire within next 3 years of the date on which he is expected to return to duty after the expiry of leave.
- e. Leave should be sanction for total years initially mentioned on the admission letter, and require prior approval by providing evidence of continued education for cases where the time period exceed more than that stated in the admission letter.

#### **EX-Pakistan Leave**

When no other leave by rule is admissible, it may be granted up to a maximum period of 3 months (without pay) providing an employee has served LGU for 2 years. It can be availed by all employees/faculty members.

#### **Extra-Ordinary Leave**

Academic and non-Academic staff may be granted Extra-Ordinary leave:

1. When no other leave by rule is admissible.
2. When other leave is admissible but the Academic/non-Academic employee applied in writing for the grant of extra-ordinary leave.
3. Extra-ordinary leave shall always be without pay and allowances and it shall not be counted as service for increment of pay.
4. A teacher/employee may be granted Extra Ordinary Leave for a period of one year once in entire service.

### ***Leave Sanctioning Authority***

Following should be the leave sanctioning authority of LGU:

**a. For Academic Staff:**

- |                          |   |
|--------------------------|---|
| (1) Chairman/Chairperson | casual and earned leave up to 3 days      |
| (2) Deans                | casual and earned leave up to 5 days      |
| (3) Vice Chancellor      | All other type of leaves/exceeding 5 days |

**b. Non-Academic Staff:**

- |                     |   |
|---------------------|---|
| (1) Department Head | casual leave up to 3 days                 |
| (2) Registrar       | casual leave up to 5 days                 |
| (3) Vice Chancellor | All other type of leaves/exceeding 5 days |

### **Absence without Leave**

Employee will be considered to have absented himself/herself if he/she arrives late for duty or during duty time leaves without prior permission of the concerned head of department. An exception however, to this rule will only be considered in the following circumstances:

1. The employee's child husband/wife or any other dependent is admitted in the hospital.
2. The employee has to leave the city due to grave emergency.
3. For any such unforeseen situation the employee will ensure that the competent authority is informed within 24 hours of its occurrences.

### **4.2.2 Annual Appraisal Report**

Faculty evaluation is a well-executed process at LGU to gauge faculty performance during each academic year done by Quality Enhancement Cell (QEC). Performance evaluation is based on the following tools namely self-assessment, student feedback and comments of HOD/Dean, etc.

- **Student Feedback:** Students evaluate the faculty through a computerized feedback which broadly assesses the faculty on teaching, knowledge, fairness and interpersonal skills twice in each semester. The average score forms part of SAR.
- **Performance Evaluation:** Assessment of faculty performance including aspects like

personal qualities, teaching skills, research skills and number of publications, etc. The Registrar also endorses their remarks on the SAR. Remarks from the Vice Chancellor LGU may also be part of it.

Each institute completes its part and after endorsement of the head of institution, forwards it to the HR office by end of October each year. It scrutinizes the AAR and processes it for endorsement by Vice Chancellor.

Faculty member is responsible to:

- Ensure that maximum students (>80%) give timely feedback
- Timely initiation of SAR ensuring it reaches HR office on time.

# CHAPTER 5

## ACADEMIC RESPONSIBILITIES

### 5.1 Teaching Staff Responsibilities

The university considers primary and essential role of faculty members in teaching and educational commitments. Faculty members are expected to deliver the contents of approved course outlines. The faculty members also take part in developing the curriculum according to the need of the hour. The faculty members ensure to achieve the course objectives through academic activities such as quiz, assignment, and project and mid or final term examination.

The role of faculty members in teaching and educational engagements is considered primary and essential by the University. Following tasks are performed by the teaching faculty of LGU:

1. Prepare and undertake classroom and laboratory instructions in assigned courses in accordance with the approved syllabi, training programs and course plan.
2. Prepare Scheme of Study (weekly distribution of the content) and course outline and get it approved by Chairperson of the department. The SOS and course outline must have all the contents to be delivered during the semester, learning outcomes, objectives, quizzes, project deadlines.
3. Recommend textbooks for reference and making notes by the students.
4. Make quizzes, semester question papers, ensuring security in their preparation, duplication and safe custody before use in accordance with the university policies.
5. Give and assess home assignments, quizzes, semester examination in their respective assigned course.
6. Faculty members are required to keep a record of class/laboratory attendance of all students through MIS.
7. Grade the students' academic performance, preparing grade sheets and obtaining approval thereof.
8. Ensure that final grading is approved by Chairperson and grade sheets are correctly and accurately compiled with and submitted to Chairperson of Department within seven days of the examination being held.
9. Faculty members are expected to start and finish their classes strictly as per schedule. The course

scheduling and any change in course scheduling are displayed on notice boards of the university containing location, timing, duration, and instructor of the course

10. Ensure classroom discipline and punctuality in attendance of students their classes, and that reports are submitted in respect of the students violating discipline or absenting themselves from the classes;
11. Render additional coaching/assistance to weak students during self-study/visiting hours on their own or on request of the tutors;
12. Act as thesis/research supervisors/advisors for students both at Undergraduate and Post Graduate levels provided they meet the criteria for the job.
13. Prepare and develop curricula and its improvements thereon as and when required to make them relevant to the national and international needs.
14. Undertake project study/research work or any such tasks as assigned by the concerned Chairperson/University.
15. A faculty member can cancel a class due to sickness, emergency leave, an official business trip or any other unforeseen/ unavoidable event. In such case he/she must inform the department regarding class cancellation and notify the makeup class to students and department as well. Arranging makeup class in suitable time is responsibility of the faculty member.
16. Act as coordinator for at least one of the class
17. Attend DBS meetings
18. The faculty member shall have such duties to perform as may be prescribed by the Vice Chancellor.

## **5.2 Starting a New Academic Program**

In order to achieve LGU Vision, the University continues to introduce various new academic programs. The University has provided guidelines to facilitate the development and processing of proposals for starting new academic programs. The concept proposal is prepared and given to Head of Department who further presents it in the meeting of BASR and Academic Council. After their recommendations it is further forwarded to BOG for their approval and recommendations. HEC gives the final approval for starting new academic program in LGU.

## **5.3 Types of Examinations**

A student's performance in a course is evaluated through assigned class-work, homework and

assignments, and through scheduled examinations. A course is evaluated either by all or some combinations of oral and practical examinations, research, term papers, written tests and other activities.

### **Quiz/Assignments**

The performance of students is evaluated through quizzes, assignments, mid and final terms. Course may be evaluated by oral and practical examination, research, term papers, written test and other activities.

Faculty members may schedule a number of quizzes/assignments in each course at irregular intervals. Minimum two quizzes/assignments are mandatory throughout the semester.

Faculty member schedules a 2-3 hour test that is conducted at mid-semester or a number of one- hour tests, normally one per credit hour, in each course that are to be conducted at regular intervals.

### **Mid-Term**

#### **Mid-semester/One-Hour Tests**

There is a mid-term exam schedule by examination department of one hour comprises of 25 marks each.

### **Final-Term**

Final-term exams are schedule by examination department at the end of the semester. The duration of final term exam is two hours, comprising 50 marks.

## **5.4 Conduct of Examinations**

The examination department is responsible for collecting, printing and distribution of the papers. Examination department issues the mid and final terms examination with the help of faculty members. No student is allowed to sit in exam with the 15 minutes laps after the commencement of exam. No student is allowed to leave the examination room after the one hour of commencement of exam.

## **5.5 Student Handbook**

New comers are issued with handbook which contains general rules of university and academic regulation.

## **5.6 Grading Policy**

The performance of each student is assigned with a grade. A class with the strength of 20 students is dealt with absolute grading system whereas more than 20 students are entertained with relative grading system respectively.

## **5.7 Make-up Exams (I Grade)**

A student who fails to attend the final examination will normally be given a zero and their course grade will be calculated on the basis of class work and other test scores earned. However, if the failure to attend the final examination was due to circumstances beyond the control of the student, make-up examination may be requested.

# CHAPTER 6

## CONDUCT AND DISCIPLINE

### 6.1 Faculty Code of Conduct in LGU

Faculty members have a general duty to execute all their responsibilities with integrity and honesty in order to maintain and strengthen the trust and dignity of the office that they hold. They should, under no circumstances, take any action that is contrary to the University's rules and where the university's rules do not apply, the rules of the Government of Pakistan. Expected code of conduct at LGU is as follows:

- Faculty members should avoid any unauthorized use of the University's resources for personal use
- Faculty members should not indulge themselves in any commercial, political or religious activities that adversely affect the University and its rules
- Faculty members should not take any step that threatens, harms or harass another member of the University
- No member of the University should be discriminated against on the basis of race, color, creed, gender, ethnic origin and similar aspects
- No faculty member should exploit any student for personal/other purpose and make sure that students' assessment should truly reflect their merits
- Faculty members should make all possible steps to preserve confidentiality of pertinent information of the University, which if leaked, may adversely affect the University

### 6.2 Major Breaches of Conduct

- **Conforming to rules and regulations.** Every employee shall conform to and abide by orders/ instruction which may be given, from time to time, by any person under whose jurisdiction, superintendence or control he/ she may for the time being be placed. Following are recognized as major breaches of conduct at LGU:
- **Lending and borrowing:** No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to any person with whom he has any official dealings, provided that the above provision shall not apply to dealing in the

ordinary course of business with insurance company, bank or other financing institutions.

- **Investment:** No employee shall make or permit his family to make any investment, which is likely to embarrass or influence him in the discharge of his official duty
- **Insolvency and Habitual Indebtedness:** Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he shall forthwith report his insolvency to LGU.
- **Unauthorized Communication:** No employee shall communicate directly or indirectly any official document or information to any other employee not authorized to receive it or to any other person or press, unless permitted by the authorized authority.
- **Use of Political or other Influences:** No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on LGU or any employee of LGU in support of any claim arising in connection with his employment.
- **Teaching/Research/Consultancy:** No teaching/research /consultancy activities are allowed outside LGU without prior approval/ information of Rector LGU.
- **Propagation of Sectarian Creeds:** No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure among other employees.
- **No Smoking Policy.** The University is committed to provide a smoke free work environment where every smoker / nonsmoker can work in good health. Accordingly, the employees are not allowed to smoke at the workplace. This policy applies to all premises of Lahore Garrison University during and after official working hours.
- **Dress Code.** The University maintains a professional working environment. All employees should follow the dress code that is appropriate for the office and students interaction as appended below:-
  - **Men:** Formal attire i.e. suits or formal trouser/ shirt and tie, polished shoes. On Friday formal neat shalwar kameez / Kurta is allowed with waist coat.
  - **Women:** Culturally appropriate/decent attire e.g shalwar kameez or Kurta suit, shoes (formal flat heels)
- **Late Sittings.** Academic block / library shall remain open till prescribed timings and the Secretariat offices till 4:00 pm. An employee may be required to sit late beyond office

timing. However, in case where an employee sits beyond working hours during work days, he/she will have to obtain approvals from Competent Authority.

- **Sexual Harassment.** The University exercises zero tolerance about sexual harassment.
- **Littering** It is the responsibility of all to keep the Campus environment clean and tidy. Therefore, no littering or trash should be carelessly thrown or left on the campus premises. The designated waste boxes should be used for the purpose.
- **Abuse, Assault Threatening Behavior** Intentionally endangering, threatening, or causing physical or mental harm to any person, or oneself, on University premises or at University-sponsored activities, or causing reasonable apprehension of such harm including, but not limited to abusive language and/or physical or verbal intimidation, harassment, coercion.
- **Firearms, Explosives And Other Weapons** Illegal or unauthorized use, possession, or storage of firearms, explosives (including but not limited to fireworks), other weapons, or dangerous chemicals on University Premises, whether or not a license to possess the same has been issued to the possessor.
- **Furnishing False Information** Forgery or Unauthorized Use of Documents. Intentionally furnishing false information to the University and its officials; or misusing affiliation with the University to gain access to outside agency/services; or using false information or University resources to compromise the name of the University. Forgery, unauthorized alteration, or unauthorized use of any University document or electronic transmission, or instrument of unauthorized use of any University document or electronic transmission, or instrument of identification, or academic and other non-academic records, signatures, seals or stamps thereof.
- **Alcohol/Drugs/Intoxicants** Distribution, possession and consumption of alcohol/drugs/intoxicants on University premises or at University-sponsored activities.

### 6.3 Inquiry Procedure.

The following procedure shall be observed when an employee is proceeded against under these statues;

- a. In case where an employee is accused of subversion, corruption, or misbehavior, the respective Chairperson/Director shall initiate a disciplinary case to the Registrar

office.

- b. Registrar shall issue a show cause notice to the employee to explain his / her position as regards the accusation/act.
- c. After receipt of the reply of the employee, the registrar shall process the case to the Vice Chancellor for taking decision whether the case merits summary disposal or require the inquiry through an inquiry committee.
- d. In case the Vice Chancellor decides to dispose off the case summarily, the registrar shall take action on the decision.
- e. In case the competent authority decides to order an inquiry, the registrar shall constitute an inquiry committee.
- f. The inquiry committee shall:
  - (1) Record all the evidences related to the case.
  - (2) Provide the accused a reasonable opportunity personal hearing to explain his / her before the inquiry committee.
  - (3) Prepare the report including the findings, opinion and recommendations and submit to the registrar for obtaining the final decision by the Vice Chancellor.
- g. The registrar shall notify the final decision to the employee, the Chairperson / Director concerned.
- h. Vice Chancellor shall be the final authority in all such cases.

## **6.4 Penalties**

The following types of minor and major penalties, or any other punishment as the competent authority may decide, depending on the nature of each offence / charge, may be imposed for misconduct / indiscipline

### **a. Minor Penalties**

- (1) Censure
- (2) Withholding promotion or increment for specific period.
- (3) Recovery from pay of the whole or any part or any pecuniary loss caused to Lahore Garrison University by negligence or breach of orders.

**b. Major Penalties**

- (1) Demotion

**6.5 Appeals**

An employee shall have the right of appeals of making an application for review to the concerned inquiry committee of any of the penalties imposed upon him/her within 30 days of the date of orders conveying such penalties. The Vice Chancellor shall have final powers to accept or reject an appeal of above mentioned punishments as deemed appropriate.

# CHAPTER 7

## PERKS AND PRIVILEGES

### 7.1 Incentive for Faculty/Researchers

LGU always encourages its faculty / researchers to actively involve themselves in research and attain best teaching skills. In this context following incentives/benefits are provided to the faculty.

- Payment of registration fee for publication
- Sponsorship for international conferences/paper presentations
- Financial award for publications
- Best teacher award
- Best researcher award
- Provision of funding for projects through R&D LGU

- **Annual Research Awards**

Any faculty or admin member will be awarded monetary and non-monetary benefits on paper publications as stated below;

Sr. No.	Nature	Non-Monetary Benefit	Monetary Benefit
1	Five or more publications in a year as Principal Author (If more than one authors the committee shall analyze quality/impact factor of the Journal)	Souvenir & Certificate	Rs. 25,000
2	Best paper of the session (Local Conference); only if principal author	Certificate	Rs. 5,000
3	Best paper of the conference (Local Conference) ; only if principal author	Souvenir & Certificate	Rs. 10,000

4	Best paper of the session (International Conference); only if principal author	Souvenir & Certificate	Rs. 25,000
5	Best paper of the conference (International Conference); only if principal author	Souvenir & Certificate	Rs. 50,000

- The benefit of above policy can be availed by the both faculty and Admin staff (if meeting all above eligibility Criteria's).
- A notification of DARC committees of each department for analyzing travel grants and research paper publication cases.
- For research award a Campus Research Committee (CRC) will consider the case.

## **7.2 Library**

LGU has library equipped with up-to-date and substantive collection of literature for assisting in research and teaching purposes. The library is handled by skilled staff which provides assistance as required. HEC portal and digital libraries can also be accessed. Main central library is under construction next to the main office LGU.

## **7.3 Cafeteria**

Aesthetically designed cafeteria, has been constructed within the premises of campus. The cafeteria is providing family environment to the faculty as well as students and their guests (visitors). Students are motivated to initiate any revenue generating idea by using cafeteria premises that is why it is named as “Students Owned Cafe”.

## **7.4 Security & Safety**

Security and safety of the whole campus is the responsibility of the Security & Safety Department. Apart from installation of CCTV cameras and assignment of security guards with required security equipment at all entries/exits, LGU has taken various security measures.

Security guards have been deployed at various locations throughout the campus for the safety and security of all LGU community members. The members are issued car stickers as well as employee cards. The possession of these is a must for all.

## **7.5 Clubs and Societies**

Besides academic excellence, the LGU displays dynamic literary and artistic aptitudes for extra-curricular activities. Like-minded individuals pursue their passions through the platforms of

various clubs. The following clubs and societies provide the members an opportunity to exhibit their talents:

- Arts and Culture Society
- Blood Donation Society
- English Debating Society
- Dramatic Society
- English Literary Society
- Environmental Society
- Pakistan Ideological and Ethical Society
- Urdu Debating Society
- Urdu Literary Society
- Media Club Society
- Garrison Information and Technology Society
- Entrepreneurship Society
- Garrison University Music Society
- Business Media Club

## **7.6 Telecom and Internet Services**

To provide state-of-the-art Information and Communication Technology (ICT) facilities, LGU has been developed as a Technology Smart university. It incorporates cutting-edge ICT infrastructure to provide triple-play services (data, voice and video). This includes Main Data Center, Campus-side Fiber Optic Network and Wi-Fi Mesh for High-speed Data Connectivity, Video Conferencing, IP-technology, IP Fax, Smart White Boards, Smart Podiums, Digital Bulletin Board System and various other interactive features. Under the project, the following IT facilities are established:

- Campus-wide optical fiber ring for connecting all academic

- Telephone with inward/outward calling facility
- High-speed bandwidth has been made available for the LGU community so that they are able to pursue their research collaborations with foreign counterparts, use HEC digital library resources and access other internet related services/facilities

## **7.7 Pakistan Education and Research Network (PERN)**

Pakistan Education and Research Network (PERN), is a part of an IT Action Plan that was launched by Prof. Dr. Atta-ur-Rahman as Minister of Science and Technology, Government of Pakistan, in August 2002. LGU is providing same facility to its faculty members for the smooth and better outcomes in vast field of research and innovation.

## **7.8 Transport Services**

LGU maintains an organized transportation network for the faculty, students and staff. LGU transport is also available to its employees for the pick/drop service on various routes of Lahore city. Furthermore, 50% subsidy will be offered in transport charges.

## **7.9 Education Subsidy and other Incentives**

- a. **Subsidy in Own Tuition Fee.** Faculty member can avail 75% fee concession in MS/M.Phil. and Ph.D. programs; if enrolled in LGU with the condition of three-year bond for MS program and 5 Years bond for Ph.D. program to serve in LGU.
- b. **Fee concession to wards of Employees.** Wards of the employees of the University will be given 50% concession in the tuition fee of the University. (Not be combined with any other scholarship or concession to wards of any employee)

### **7.9.1 Financial Perks**

- a. **Personal Interest Free Loan.** All employees are entitled to loan equal to three months' salary without interest once in three years to meet their personal needs which shall be returned in 12 monthly installments. The employee will be required to provide the Treasurer Office 12 postdated cheques against the sanctioned loan. Extending this facility is not matter of right and will be extended subject to availability of funds.
- b. **Loan for Purchase of Laptop.** All employees are entitled to interest free loan for the purchase of laptops which shall be returned in 12 monthly installments.
- c. **Car financing facility.** There is a provision for the regular/ permanent employees of grade 18 and above (Academic, Nonacademic) to avail the facility of car financing.

### **7.9.2 Medical Insurance (Optional)**

The Medical Insurance (indoor) will be provided to the employees. Additionally, maximum four family members (Spouse, Children, Father and Mother) will be insured at the part of the University. No encashment facility will be available to the employees.

### **7.9.3 Gratuity/Benevolent Fund**

Any faculty or non-faculty member from the point of becoming permanent/Contractual cum Regular employee of the university will become eligible to receive gratuity at the retirement/ termination/ resignation of his/her service after 2 years. The gratuity amount will be the most recent gross pay of the respective employee and the total amount can be calculated using the formula below;

$$\text{Gratuity Amount} = \text{Most recent gross pay per month} \times \text{Total No. of years of service}$$

### **7.9.4 Scholarship for Higher Studies (Faculty Development)**

- Any faculty can avail the scholarship for the higher studies i.e., M.Phil., PhD or Post Doctorate after securing admission in a local or foreign University.
- Any faculty member securing admission in local university can avail maximum tuition fee scholarship.
- Any faculty member that has secured admission in foreign university can avail a monthly stipend of US\$ 1500 per month for M.Phil. and US\$ 1800 per month for PhD studies.
- Faculties securing foreign university admission will also be considered for leave of the whole period till he/she complete the degree.
- Any faculty member applying for the above stated scholarship will also have to sign a legal binding with the university. The terms of the legal binding will be considered by the competent authority.